



JOB DESCRIPTION: “Wylie Kid’s” Summer Worker

JOB TITLE: Seasonal Public Works & Parks Worker
DEPARTMENT: Public Works or Parks
PAY GRADE: n/a – Part-time
EXEMPT: N
FULL-TIME: N

Date Created: 01/02/04 Last Updated: 04/09/08
--

JOB SUMMARY:

Under the supervision of the assigned Department Head, performs seasonal duties related to maintenance as assigned. This is a seasonal position during the summer months.

ESSENTIAL JOB FUNCTIONS:

- Operates tractor with mower attachment, brush hog, weedeaters and lawn mowers to perform mowing operations and brush removal in City right-of-way, parks and other locations.
- May assist other departments in the repair of streets, water and wastewater lines and street signs.
- May perform maintenance to water and wastewater pumping stations.
- Uses picks, shovels, brooms, hand saws, wrenches, ropes, chains, tape measurers, oil, lubricants, fuel, paint, wire brushes, and various other hand tools.
- Perform as a responsible steward of the public trust and strive for excellence in public service, enhancing the quality of life for all.
- Act in a civil, respectful manner at all times to management, co-workers and others.
- Other duties as may be assigned.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Must be familiar with operation and minor maintenance of the equipment and have the ability to perform routine maintenance as requested. Work in all types of weather conditions. Must have a clear driving record and valid driver’s license. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime as needed. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical and criminal background check.

REQUIRED EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:

High School diploma or equivalent, or currently enrolled in high school or college.

REQUIRED EMERGENCY MANAGEMENT TRAINING:

This position requires NO completion of NIMS training.

PHYSICAL STRENGTH REQUIRED:

MODERATE: Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

HIPAA COMPLIANCE STATEMENT:

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities that impact their job duties. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

PHYSICAL ACTIVITIES REQUIRED:

Standing	Sitting	Walking	Lifting
Carrying	Pushing/Pulling	Reaching	Handling
Fine Dexterity	Kneeling	Crouching	Crawling
Bending	Twisting	Climbing	Balancing
Vision	Hearing	Talking	Foot Controls
Driving	Shoveling	Sweeping	Digging

PRIMARY WORK ENVIRONMENT: Outdoors

SHIFT WORK: N

CALL-OUT: Occasionally

Page 2 of 2 - Wylie Kid's Summer Worker

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required. This job description may change at any time, for any reason, deemed necessary by management.